

HISTORIC DISTRICT DESIGNATION APPLICATION

- ☛ Complete all information. Incomplete applications may cause delays in processing.
- ☛ If you have questions or need help, please call the Planning & Development Department at 837-7796.

To Be Completed by Planning Staff

Date accepted as complete: ____ / ____ / ____

HPO File Number: ____ - ____

Accepted By: _____

≡ APPLICANT INFORMATION

Owners' Representative's Name (Please print)	
Address	
City	State
Zip Code	Day Phone Fax Phone Email:
Signature	Date

Agent's Name (if applicable)(Please print)	
Address	
City	State
Zip Code	Day Phone Fax Phone Email:
Signature	Date

⚡ PROPOSED DESIGNATION

○ Historic District - Proposed Name _____

⊂ SITE INFORMATION

⌈ **NOTE:** Historic District site information is required for each property located within the proposed district and must accompany the application.

Site Address
General description

Tax account number	
Subdivision	
Lot	Block

⊂ ATTACH DOCUMENTATION

- **Historic District, regardless if the Historic District is listed in the National Register of Historic Places:**
 - A) Written approval from the owners of at least 51% of the tracts in the proposed district, which constitute 51% of the land area within the propose district exclusive of street, alley and fee simple pipeline or utility rights-of-way and publicly owned land, as determined by the planning official. (See attached petition)
 - B) General description of the Historic District, including: origin/founding of the area; historical development; general trends in building practice; styles/influences of

architecture; known architects/builders associated with the area; local patterns of history that the area represents; established architectural, cultural or historical context; biographical details and individual's significant contributions of those associated with the area; elaborate on each aspect of integrity which may relate to location, setting, workmanship, materials, design, feeling and association (Information found in the National Register nomination for the Historic District will be useful).

- C) Documentation addressing one or more of the criteria contained in Section 33-224, Houston Code of Ordinances for a Historic District:

The majority of buildings, structures or objects is over 50 years old shall be designated as an historic district, unless it is found that the building, structure, object, site or area is of extraordinary importance to the city, state or nation for reasons not based on age.

- D) Digital images or slide/s of each building, structure or object and several slides or digital images on disc of streetscapes that are representative of the area.
- E) Complete inventory of buildings, outbuildings, structures, objects or sites including the following information: address, date of construction, style/influence of architecture and type of designation as a) contributing b) potentially contributing or c) noncontributing according to the following definitions (See attached inventory sheet) and mailing labels of **ALL** property owners found on the most recent HCAD tax rolls who own sites within the proposed historic district:

Contributing (C) - means a building, structure, object or site that reinforces the cultural, architectural or historical significance of the historic district in which it is located. (Building should have changed very little from the time it was constructed. Ornament and detail, if a part of the original design, are still intact. Portions of the building may require maintenance and minor repair, but there have been no alterations to the original design of the building unless these changes were made over fifty years ago and are compatible to the building).

Noncontributing (N) - means a building, structure, object or site that does not reinforce the cultural, architectural or historical significance of the historic district in which it is located. (Building is less than 50 years old)

Potentially contributing (PC) - means a building, structure, object or site with incompatible alterations or deteriorating conditions that, if reversed, would reinforce the cultural, architectural or historical significance of the historic district in which it is located.

Criteria for Designation - Section 33-24

1. Possess character, interest or value as a visible reminder of the development, heritage, and cultural and ethnic diversity of the city, state, or nation
2. Location of a significant local, state or national event
3. Identified with a person who, or group or event that, contributed significantly to the cultural or historical development of the city, state or nation
4. Exemplify a particular architectural style or building type important to the city

5. Best remaining examples of an architectural style or building type in a neighborhood
6. Identified as the work of a person or group whose work has influenced the heritage of the city,
state or nation
7. Specific evidence exists that unique archaeological resources are present
8. Has value as a significant element of community sentiment or public pride

- ***The applicant for the designation of an historic district may prepare and submit a proposed conservation plan (optional) as part of the application which would include written as well as illustrated design guidelines which are ALSO supported by 51% of the property owners.***

NOTE: Refer to Sections 33-266 through 33-269, Houston Code of Ordinances, for a description of conservation plan requirements.